Attachment to February 20, 1996 Quarterly Disposal Suspension Status Report

APPENDIX A

TOPICS SUBJECT TO DISPOSAL SUSPENSION

The following guidelines will assist you in determining whether a record is subject to Disposal Suspension in connection with litigation related to smoking and health, environmental tobacco smoke ("ETS"), or cigarette related fires. The normal record retention schedules apply to records that do not come within these guidelines. If there is any question about whether the contents of a record might pertain to such litigation, the record should be retained, pending consideration of the Legal Department. Records should be retained if they relate to:

1. The alleged relationship between tobacco use, including ETS, and any disease.

2. The formation, purposes and activities relating to smoking and health of Philip Morris laboratories or research facilities.

3. Research, whether conducted or sponsored by Philip Morris or others, regarding

   (a) smoke or ETS constituents

   (b) smoke or ETS modification (filter efficiency, tobacco substitutes, filler changes, etc.)

   (c) additives and ingredients

   (d) pesticides

   (e) delivery of tar, nicotine and other smoke components

   (f) biological testing

   (g) leaf analysis

   (h) human smoking behavior

   (i) benefits of smoking

   (j) self-extinguishing or low ignition propensity cigarettes

   (k) ETS, e.g., passive inhalation and indoor air quality.

4. Formulas for cigarette fillers, recipes for tobacco blends and filter composition.

5. Cigarette manufacturing processes and quality control procedures which relate to smoking and health, ETS or ignition propensity.

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Source: https://www.industrydocuments.ucsf.edu/docs/pzcl0001

6. Product evaluation or modification dealing with the composition of cigarette smoke or ETS.

7. Pesticides used on or around tobacco, including those used in storage or manufacturing facilities.

8. Marketing plans and strategies relating to cigarettes including advertising and promotion.

9. Consumer expectations or beliefs concerning smoking and health or ETS and reasons for consumer purchases of cigarettes.

10. Warnings to consumers and others concerning the alleged health risks of smoking, exposure to ETS, or cigarette related fires.

11. Communications with federal, state or local legislatures, agencies or other governmental or regulatory bodies on the issue of smoking and health, exposure to ETS or ignition propensity by Philip Morris or others.

12. Participation by Philip Morris or other tobacco companies in trade associations and research organizations dealing with smoking and health, ETS or low ignition propensity cigarettes.

13. Company or industry compliance with smoking and health, ETS or low ignition propensity cigarette related requirements of legislative bodies or regulatory agencies.

14. A library or other collection of smoking and health, ETS or low ignition propensity cigarette information and indices, card catalogs and literature searches relating to smoking and health, ETS or low ignition propensity cigarettes.

15. Public statements such as speeches concerning smoking and health, ETS or cigarette related fires made by or on behalf of Philip Morris.

16. Policies or practices concerning the dissemination or publication of smoking and health, ETS or "cigarette fire safety" information.

17. Conferences, meetings, or symposia concerning smoking and health, ETS or ignition propensity issues.

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